

Renewal Request Supplement NIH-Funded Protocols

This form is a supplement to the NC State University IRB renewal process and only needs to be completed for studies that list NIH funding on their approved protocol.

If the study was reviewed and approved by the convened full board, submit this completed form along with your renewal request in the eIRB system.

If this study was reviewed via “expedited” procedures or if this study received an exemption determination, please download and complete this form, then submit it to the IRB via the eIRB system requesting a “renewal.”

1. Download and complete this form
2. In the eIRB system, add a “renewal request” on the “Title” tab and answer the questions in the Renewal/Amendment Request form
3. Upload this completed form to the protocol’s “Supporting Documents” page in the eIRB
4. Submit the renewal request for review.

IRB staff will contact you if they have any questions about your request. Once the approval “renewal request” is approved, you will receive an automatic notification from the IRB system with an extended period of approval and a new expiration date.

If you need an updated approval letter, you can request one at <https://research.ncsu.edu/administration/compliance/research-compliance/irb/irb-forms-and-templates/request-a-letter-form/>.

If you will not be continuing your research and would like to request closure of your protocol, complete the [study closure request form](#) (Word document) instead. Do not complete this form.

If you have any questions, contact irb-coordinator-post@ncsu.edu.

Protocol Number: Click or tap here to enter text.

Protocol Title: Click or tap here to enter text.

Faculty Point of Contact: Click or tap here to enter text.

Principal/Student Investigator (if different): Click or tap here to enter text.

Current Expiration Date: Click or tap here to enter text.

1. Are you requesting to close your protocol?

- Yes. *STOP HERE. Do not complete this form. Instead, complete the Study Closure Request form.*
- No

2. Did NIH require you to submit a Data Management & Sharing (DMS) Plan (which may include data covered under the Genomic Data Sharing policy)?

- Yes

No. *STOP HERE.* You do not need to complete the rest of this form, but you do need to submit it with your renewal request.

3. Select the type of review your study received:

- Exempt determination received, category: Click or tap here to enter text.
 - Exempt determination with a “Limited Review” received, category: Click or tap here to enter text.
 - Study reviewed via “Expedited” procedures, category: Click or tap here to enter text.
 - Full Board Review was received: Click or tap here to enter text.
- Notes: Click or tap here to enter text.

4. Have you changed any procedures that would impact the approved NIH DMS Plan or the approved NC State University IRB’s Data Access and Security Plan?

- N/A
- Yes
- No

5. Have you updated the NIH’s DMS Plan since the last renewal period or the protocol’s initial approval (if this is the first renewal period)?

- Yes, I updated the plan with NIH only
- Yes, I updated the plan with the NC State University IRB only
- Yes, I updated the plan with *both* NIH and the NCSU IRB
- No

6. Have you updated the NC State IRB’s Data Access and Security Plan since the last renewal period or the protocol’s initial approval (if this is the first renewal period)?

- N/A
- No
- Yes. Elaborate: Click or tap here to enter text.

7. Do you have anything you want to share that hasn’t otherwise been shared regarding this renewal request?

- No
- Yes. Elaborate: Click or tap here to enter text.

The IRB will be reviewing the currently approved NIH DMS and the currently approved NC State University IRB’s Data Access and Security Plans that are in your protocol’s Supporting Documents in eIRB.